



USAID
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Vacancy Announcement: 2011-24

Open To: All Interested persons
Position: HIV/AIDS Team leader, FSN-12
Opening Date: August 3rd, 2011
Closing Date: August 16th, 2011
Work Hours: Full-time; 40 hours/week

USAID/Burundi is recruiting an HIV/AIDS team leader to serve as a senior public health technical advisor to the Country Representative for USAID/Burundi. The incumbent will share oversight responsibilities for the development and implementation of public health-related technical program activities and will have direct responsibility for day-to-day coordination of office/branch administrative management activities that implement or support the President's Emergency Plan for AIDS Relief (PEPFAR). Duties and responsibilities include program planning and development, supervision of activity/branch staff, and grants, contracts and cooperative agreement oversight. The job holder will work closely with the supervisor to ensure that all office/branch activities contribute to measurable results that are in accordance with agency regulations, PEPFAR strategic objectives, international ethical guidelines and standards for public health care.

The incumbent will be the principal public health technical analyst and advisor to the Country Representative, USAID/Burundi in developing and formulating new programs and initiatives that are in accord with PEPFAR public health program goals, objectives, and policies. The job holder will be responsible for the day-to-day management of the PEPFAR Program in Burundi. The incumbent will represent USAID/Burundi at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

REQUIRED QUALIFICATIONS

- M.D. and a Master of Public Health or Health Policy, or Master of Public Administration are required
- Five years progressively responsible public health experience in public health service-delivery projects within an HIV/AIDS intervention framework is required; an additional two years managerial responsibility with multiple staffing reporting is required
- Level IV, knowledge of English and French, as well as Level III Kirundi or Swahili is required

TO APPLY

Interested candidates for this position should submit the Application Form DS-174 for Employment to the U.S. Embassy in Bujumbura. **A full position description is found on the bulletin board at the Embassy, across from IMEX.** Copies of degrees/Certificates, Cover letters and resumes should be attached to the application.

DS-174 forms are available at the U.S. Embassy or on our website:

<http://burundi.usembassy.gov/employment-opportunities.html>

CLOSING DATE FOR THIS POSITION: August 16th, 2011

Applications must be received at the U.S. Embassy in Bujumbura by *12:00 am* on August 16th, 2011. Applications received after this date will not be considered.

Full Position description

HIV/AIDS Team Leader

BASIC FUNCTION OF POSITION

The incumbent serves as Team Leader and senior public health technical advisor to the Country Representative for USAID/Burundi. Job holder shares oversight responsibilities for the development and implementation of public health-related technical program activities and has direct responsibility for day-to-day coordination of office/branch administrative management activities that implement or support the President's Emergency Plan for AIDS Relief (PEPFAR). Duties and responsibilities include program planning and development, supervision of activity/branch staff, and grants, contracts and cooperative agreement oversight. Incumbent works closely with the supervisor to ensure that all office/branch activities contribute to measurable results that are in accordance with agency regulations, PEPFAR strategic objectives, international ethical guidelines and standards for public health care.

MAJOR DUTIES AND RESPONSIBILITIES

Program Management Percentage of Time: 50%

A. Job holder is the principal public health technical analyst and advisor to the Country Representative, USAID/Burundi in developing and formulating new programs and initiatives that are in accord with PEPFAR public health program goals, objectives, and policies. This includes playing a lead role in strategic planning, project development and drafting of the branch/office-specific agency input into the technical areas of the Country Operational Plan (COP) for PEPFAR.

To carry out these responsibilities, job holder must stay abreast of changes in the host country public health infrastructure, advising agency management on observed strengths, weaknesses and opportunities. Specific areas job holder must follow are new levels and trends in health conditions, status of key policies, and legal and regulatory changes that could affect the implementation of PEPFAR-funded programs. Job holder meets frequently with in-country senior-level host government health professionals, including the Minister of Public Health and the Fight against AIDS, and program directors, as well as HIV/AIDS program counterparts in non-governmental organizations, the private sector, and international organizations. Through these contacts, the incumbent stays informed and up-to-date on public health matters, especially HIV/AIDS Prevention and Care and Support Programs in the country.

Job holder condenses the information gathered, analyzes in-country needs and opportunities against PEPFAR program strategic objectives and advises senior management on how best to deliver in-country public health products and services that reflect international standards and host country policies and regulations for such

programs. Recommendations are made both orally and in writing to PEPFAR inter-agency groups, the U.S. Ambassador, and agency mission and headquarters management.

B. The primary work of the office/branch is to implement, monitor and evaluate HIV/AIDS Prevention and Care and Support programs that are carried out by cooperating/implementing partners. Working closely with other health professionals of the office/branch, job holder takes the lead in managing the life cycle of Prevention and Care and Support PEPFAR programs for which the branch is responsible. This requires close cooperation with implementing and/or cooperative agreement partners, facilitation during implementation, frequent monitoring and, in liaison with the Strategic Information unit, evaluating partner performance against desired results that are in accordance with standard guidelines and protocols.

Job holder ensures that program requirements of the grants, contracts and/or cooperative agreement are correctly followed and according to USG and international HIV/AIDS program standards for patient care. Independently or in coordination with other experts, the job holder prepares and presents comprehensive program reviews to include recommendations on curtailing or expanding programs and program effectiveness.

C. The incumbent serves and is formally designated as the Cognizant Technical Officer (CTO) or Contracting Officer's Representative (COR) for specific Prevention and Care and Support PEPFAR programs. Drafts technical requirements for program announcements for grants, contracts and/or cooperative agreements supporting Prevention and Care and Support program activities and serves as a technical reviewer on applications for financial assistance from PEPFAR. Once agreements are in place, participates with partners in the development of work plans for implementation of activities. Job holder meets with the partners and counterparts on a regular basis, reviewing progress, identifying potential issues before they become problems, and informing the USAID Burundi Country Representative. The incumbent reviews contractual requirements of the grant, contract or cooperative agreement including periodic reports, financial reports, audits, expenditure and voucher reviews, concurrence requests and contract modifications. The incumbent works closely with the Executive Office/Office of Management and Operations in preparing all budget information and monitors obligations, expenditures, pipeline and mortgages, making sure that appropriate levels of funding are available.

D. As the primary public health technical liaison, job holder is a key source for keeping host government public health contacts and non-governmental health program counterparts informed about new PEPFAR initiatives, policies and procedures. Job holder provides timely technical updates that are useful to partners and counterparts in the fight against HIV/AIDS.

II. Administrative Management (30%)

Job holder is responsible for the day-to-day management of the work of the PEPFAR Program in Burundi. This includes direct supervision of office staff, which includes health professionals, technicians and support staff. Working in tandem with the USAID/Burundi Country Representative, job holder develops orientation/training programs for new employees to ensure consistency of application of grants, contracts and implementing agreement procedures. Position delivers training and briefings to new employees, coaches, formally evaluates and monitors progress.

Job holder is responsible for operational management of the PEPFAR Program in Burundi. This includes budget monitoring, facilities and equipment assessments and purchase recommendations, and re-allocation of office staff to meet peak demand in order to ensure that program goals and objectives are met. As a Team Leader of the agency PEPFAR management team, incumbent works closely with the Executive Officer/Administrative Officer and his/her deputy and coordinates with other program deputies to ensure

consistency of human resources management (recruitment in-hire rates, leave policies, training opportunities, etc.,) across PEPFAR programs. Job holder proposes to the USAID/Burundi Country Representative an annual travel plan that targets specific objectives of the team. Incumbent collects data and prepares the technical assistance requests to be sent to US Embassy PEPFAR Task Force and develops scopes of work as needed for the requests.

Incumbent coordinates high level, collaborative short-term projects with other internal and/or external organizations to meet broad agency and PEPFAR goals. As needed, the incumbent recommends and organizes site visits for high level visitors such as U.S. Government Executive and Legislative Branch officials, interested donors and business leaders. The incumbent liaises with other offices of the Mission, the Embassy, and with counterparts in order to receive the greatest impact from such visits.

Job holder works with technical specialists in the Executive Office/Management Office to oversee the development, implementation, controlled access, and ongoing maintenance of technical and administrative filing systems for the program. Program files include reports, meeting summaries and minutes, copies of all cooperative agreements, research determinations, panels, awards and sensitive medical data collected for statistical purposes. Whenever possible these records are electronically filed and entered into the reference system.

Supervises Prevention and Care and Support Program/Project staff and specialists, approves the work product of eight Burundi Office staff and gives guidance to nine implementing partners. Acts as project manager for short-term projects (Technical Evaluation Committees, VIP site visits).

III. Interagency Coordination (20%)

Incumbent represents USAID/Burundi at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Sits on numerous ad hoc PEPFAR working groups; in turn, serves as rotating chair of inter-agency PEPFAR working groups to ensure coordination of work plan development, implementation strategies, and evaluation plans for all USG agency Prevention and Care and Support activities in Burundi. Job holder communicates to supervisor and colleagues, both orally and in writing, the recommendations and results of meetings.

For specific HIV/AIDS programs, job holder serves as the primary liaison between the in-country technical working group (TWG) on HIV/AIDS issues and the HQ-based TWGs. Based on the close working relationship with implementing partners, job holder provides technical advice and guidance to headquarters and other agency country teams.

Note: This framework job description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

M.D. and a Master of Public Health or Health Policy, or Master of Public Administration are required.

b. Prior Work Experience:

Five years progressively responsible public health experience in public health service-delivery projects within an HIV/AIDS intervention framework is required; an additional two years managerial responsibility with multiple staffing reporting is required.

c. Post Entry Training:

Incumbent is required to attend professional training to expand knowledge, skills and abilities in HIV/AIDS Prevention and Care and Support practices, procedures, and administrative and fiscal management. Position is also required to complete continuing education units specific to management of HIV/AIDS public health programs. Incumbent is required to complete agency specific training, to include leadership development training and training related to grants/contracts/cooperative agreement management.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV fluency – speaking/reading/writing in English is required.

Level IV fluency-speaking/reading/writing in French is required.

Level IV fluency-speaking/reading/writing of either Kirundi or Kiswahili is required

e. Job Knowledge:

Job holder must possess comprehensive knowledge of the HIV/AIDS Prevention and Care and Support programs, policies, regulations, protocols and ethical considerations applicable to the development and administration of national or international HIV/AIDS public health programs. Job holder must have a detailed understanding of the President's Emergency Plan for AIDS Relief (PEPFAR) and a good working knowledge of U.S. Government public health programs and strategies. A detailed working knowledge of host government and international public health systems is required. A detailed technical working knowledge of administrative, budgeting and fiscal management systems in support of funding mechanisms such as contracts, cooperative agreements, grants, and purchase requisitions is required

f. Skills and Abilities:

Strong leadership and interpersonal skills to work with all levels of staff in a team setting to accomplish program goals are required.

A high level of oral and written communications skills is required in order to convey program progress, technical requirements and to influence other collaborative organizations engaged in HIV/AIDS programs to adopt appropriate strategies for their program activities. Good working knowledge of computer software programs such as word processing, spreadsheets and databases is required. Regular demand for keyboard with good working speed and accuracy for use in preparation of reporting documentation is required. A facility for making detailed mathematical computations is required.

POSITION ELEMENTS**a. Supervision Received:**

Position is directly supervised by the USAID Burundi Country Representative.

b. Supervision Exercised:

Position directly supervises the following positions: Deputy Team Leader, Monitoring and Evaluation Specialist; HIV/AIDS Prevention Specialist; Health Systems Strengthening/Local Capacity Development Specialist; Military Program Specialist; and Program Assistant (framework). Position indirectly supervises an additional two positions (framework) within the management operation under incumbent's purview. As the senior technical expert in the section, position provides work guidance to the above-mentioned positions. Position works closely with nine specific job holders within the staff of implementing/coordinating partners.

c. Available Guidelines:

Generally accepted HIV/AIDS international medical and ethical standards for treatment and research. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and host government public health and research rules, regulations, and policies issued both in writing and orally. PEPFAR/Agency specific financial regulations, agency-specific procurement regulations and requirements for developing and implementing grants, contracts, cooperative agreements, inter-agency regulations for human resources management of locally employed staff.

d. Exercise of Judgment:

Incumbent is expected to exercise independent, professional judgment on the quality and effectiveness of HIV/AIDS programs. Incumbent's professional judgment is used to recommend and develop strategies for optimum cooperation with the implementing partners of the USG, as well as senior level staff of other agencies that are involved in providing HIV/AIDS related services and activities. Position leads project teams and workgroups and has wide latitude about how to best meet the goals of the project. Position is required to detect, amend and re-direct practices that are not consistent with the goals and any protocols established for the project.

e. Authority to Make Commitments:

Position has authority to make tentative commitments during inter-agency working group and budgetary planning meetings, subject to final approval by the USAID Burundi Country Representative. Job holder has responsibility for making technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the Program Grants Office/Contracting Officer for action.

f. Nature, Level, and Purpose of Contacts:

Close and frequent Interaction with USAID Burundi Country Representative regarding resources needed for meeting strategic management objectives. Contacts are at all levels within the U.S. Mission including the U.S. Ambassador, particularly with PEPFAR program staff across agencies and with administrative staff who provide services to support the program. Cooperating PEPFAR partners, NGOs, Global Fund and host government officials including the Minister of Health and the Fight against AIDS for strategic planning, assisting, reporting, and monitoring purposes. Incumbent develops collaborations, provides consultations and builds implementation and evaluation capacity for the partners supporting PEPFAR programs with focus on Prevention and Care and Support activities. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, and NGO directors and other public health professionals. These discussions are highly technical and involve procedures and practices that will obtain required program results.

g. Time Expected to Reach Full Performance Level:

One year.